

MANITOBA TEACHERS'
SOCIETY

Handbook

1962 - 1963

1962

JANUARY

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MANITOBA TEACHERS' SOCIETY

Handbook



McMASTER HOUSE

956 Portage Avenue at Lipton Street
WINNIPEG 10, MANITOBA

Telephone: SPruce 5-8264

FOREWORD

The Manitoba Teachers' Society is a professional organization serving more than 8,000 teachers. Its activities are many and varied. It concerns itself not only with the personal needs of individual teachers, but also with the general improvement of the status of the teaching profession.

The Manitoba Teachers' Society Handbook presents in convenient form a summary of the services available to you through your Society. It is hoped that the information contained in it will help you, and that you will feel free to write to the General Secretary, McMaster House, for any additional material which you may require.

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Name

Address

Telephone

Teaching Certificate: Class

Number

School

Address

Telephone

Blood Classification

Occidental Group Insurance Number

Manitoba Hospital Services Plan Number

Manitoba Medical Service Contract Number

Car: Make

Serial Number

License

In case of accident please notify:

Name

Address

DIVISION ASSOCIATION OFFICERS

President

Vice-President

Secretary

Treasurer

Public Relations Officer

Executive

.....

.....

President

Vice-President

Secretary

Treasurer

Public Relations Officer

Executive

.....

.....

HISTORY

The first step towards uniting Manitoba's teachers in a professional organization was taken in July 1918, at the examination centre in Winnipeg where many of the province's outstanding teachers were marking papers. Mr. W. E. Marsh of MacGregor was the prime mover towards organization and was elected chairman by the group of about eighty assembled at this initial meeting. As his committee to plan formal organization, he chose J. M. Nason of Deloraine, W. J. G. Scott of Roland, H. W. Huntley of Winnipeg, and E. K. Marshall of Portage la Prairie. Easter, 1919, saw planning rewarded by the birth of The Manitoba Teachers' Federation with 62 signed-up members paying fees totalling \$61.00. Mr. H. W. Huntley was elected its first president. And what a year 1919 was for Mr. Huntley and Manitoba!

Our new organization began the immediate production of an eight-page magazine, "The Bulletin," with a view to increasing membership as quickly as possible. Mr. E. K. Marshall, an acknowledged authority on English and of no mean repute as a journalist, acted as editor of the publication. By the time Mr. Marshall became president of the Federation in 1921, the organization occupied an office at 701 McIntyre Block and employed one stenographer. By the end of Mr. C. W. Laidlaw's regime in 1924, the Federation showed five years of amazing progress. The initial paid-up membership of 62 and an income of \$61.00 had now risen to a membership of 2,000 and a budget of \$14,000; The Manitoba Teacher had produced its first number, edited by Mr. G. J. Reeve, which bore a cover monogram designed by the famous water-colour artist, Mr. W. J. Phillips—then teaching at St. John's High School. Also in 1924, the Federation appointed its first General Secretary, Mr. Marshall, and his assistant, Mrs. Rosebush, and moved into larger offices at 403 McIntyre Block. Indeed, this year marked a milestone in the progress of The Manitoba Teachers' Federation. Another milestone was reached in 1942 when the Federation became The Manitoba Teachers' Society with auto-

matic but non-compulsory membership. The era of pioneering ended with the retirement of Mr. Marshall in 1945—after years of inspired service to the teachers of Manitoba.

But we were fortunate again, for the new General Secretary, Mr. T. A. McMaster, proved well able to continue the good work of the pioneers and the Society was launched on another era of progress and expansion. Mr. McMaster had a solid foundation on which to build and the talents needed to direct the slow and careful erection of a superstructure worthy of its base.

By 1956, legislation had been passed which guaranteed the teachers' right to bargain collectively and which also marked the beginning of at least some security of tenure for teachers. Salaries and working conditions showed steady if slow improvement.

During the year 1956, the teachers of Manitoba loaned the Society enough money to erect a M.T.S. headquarters building in Winnipeg. Mr. McMaster did not live to see it completed but in his memory the building, when dedicated on April 22nd, 1957, was named McMaster House.

Mr. Emerson Arnett succeeded Mr. McMaster as the General Secretary and the M.T.S. office began functioning under its own roof. Adequate and available space has increased efficiency and activity in every branch of the Society's work, and under Mr. Arnett's leadership the results have been gratifying. One event of outstanding importance occurred in 1957. The provincial pension scheme, conceived and begun by Mr. P. D. Harris, was expanded to embrace all the teachers of Manitoba, including all Winnipeg teachers.

In 1962, our membership has risen to 8,000 with a total budget of \$262,247. During the summer of 1962, a leadership course for Division Association Officers was held at Clear Lake and a course on the Cuisenaire Method of teaching arithmetic was held in Winnipeg for close to 200 teachers.

New quarters, new leadership, new horizons—another chapter of M.T.S. history is being written.

PROVINCIAL EXECUTIVE - 1962-63

President: R. J. Cochrane, 1186 McMillan Ave.,
Wpg. 9.

1st Vice-President: J. Kastrukoff, Swan River.

2nd Vice-President: Miss E. F. Redmond, 662 Lyn-
dale Drive, Wpg. 6.

Treasurer: A. W. Davie, 162 Kenaston Blvd.,
Wpg. 9.

Past President: N. Toews, Box 653, Steinbach.

J. I. Bateman, 743 - 11th Street, Brandon.

G. K. Breckman, Stonewall.

Miss D. Brummitt, 219 - 4th Avenue, N.E., Dauphin.

C. L. Connell, 623 Churchill Drive, Wpg. 13.

H. H. Goertzen, Box 598, Altona.

W. R. Hooper, Box 626, Portage la Prairie.

Miss C. A. Houde, 60 Hammond Street, Carman.

E. Kowalchuk, 1039 Polson Bay, Wpg. 14.

Mrs. N. M. Lockhart, 40 Hill Street, Flin Flon.

G. G. Newton, 98 Lennox Ave., Wpg. 8.

L. G. Orlikow, 339 Oak Street, Wpg. 9.

G. J. Strang, 1137 Victoria Avenue, E., Brandon.

A. Venables, 638 - 21st Street, Brandon.

R. E. White, Hartney.

ADMINISTRATIVE STAFF

General Secretary: Emerson L. Arnett, 719 Elm
St. Wpg. 9, 452-1739.

Assistant General Secretary: W. Robert Gordon,
2551 Assiniboine Cresc., Wpg. 12, VE 7-2006.

Director of Field Services: Clifford C. Wood, 14
Rosewarne Ave., Wpg. 8, CH 7-6857.

Director of Public Relations: Howard J. Loewen,
338 Baltimore Rd., Wpg. 13, GL 2-8459.

Executive Assistant: Walter J. Pindera, Winnipeg.

Publications Assistant: Mrs. Miep van Raalte, 409
Newton Ave., Wpg. 5, LE 3-3178.

Administrative Assistant: Mrs. Joyce Parker, 2,
296 Hazeldell Ave., Wpg. 15, ED 9-2209.

STANDING COMMITTEES

*(First Named in Each Case is
Chairman of the Committee)*

CANADIAN TEACHERS' FEDERATION COMMITTEE

J. Kastrukoff, Swan River.
R. J. Cochrane, Winnipeg.
Miss E. F. Redmond, Winnipeg.
Miss S. F. Shack, Winnipeg.
N. Toews, Steinbach.

CURRICULUM COMMITTEE

Miss E. F. Redmond, Winnipeg.
G. K. Breckman, Stonewall.
R. J. Cochrane, Winnipeg.
H. V. Bell, Brandon.
Miss D. Brummitt, Dauphin.
J. J. Gisinger, Souris.
Mrs. E. A. Gunn, Rosburn.
Mrs. J. M. Johnson, Minnedosa.
L. G. Orlikow, Winnipeg.
D. W. C. Rowan, Tuxedo.
M. R. Smith, Winnipeg.
H. Wiebe, Langruth.

Associate Members:

J. M. Caldwell, Winnipeg
(Manitoba Industrial Arts Association).
A. Diamond, Winnipeg
(Manitoba Science Teachers' Association).
C. C. Neufeld, Winnipeg
(Council for Exceptional Children).
J. Pankiw, Winnipeg
(Manitoba Association for Art Education).
R. Pastuck, Winnipeg
(Canadian Association for Health, Physical
Education and Recreation).
S. Putnam, Winnipeg
(Geography Teachers' Section of the Manitoba
Geographical Society).

FINANCE COMMITTEE

A. W. Davie, Winnipeg.
R. J. Cochrane, Winnipeg.
J. W. Beer, Winnipeg.
N. D. Belton, Winnipeg.
R. L. Donald, Winnipeg.
L. B. Friesen, St. James.
Wm. E. Lavery, Selkirk.
E. A. J. Loiselle, Norwood.
Miss A. MacDonald, Winnipeg.
E. Pankratz, Oakbank.

IDEALS AND PRACTICE COMMITTEE

J. I. Bateman, Brandon.
R. J. Cochrane, Winnipeg.
Mrs. W. M. Graham, Winnipeg.
Miss N. L. Hersom, Winnipeg.
Wm. M. Kotelko, Warren.
Miss L. E. Moore, Brandon.

PENSIONS COMMITTEE

G. G. Newton, St. Vital.
G. J. Strang, Brandon.
R. J. Cochrane, Winnipeg.
Miss E. Aitken, Flin Flon (corr. member).
E. V. Dyck, East Kildonan.
J. D. Finlay, St. Vital.
E. A. Friesen, Steinbach.
Miss J. D. Hunt, Winnipeg.
G. H. Lepper, Dauphin.
Mrs. M. Simmons, Brandon.
H. B. Promislow, Winnipeg.
Mrs. M. Simmons, Brandon.
Miss L. J. Sprung, Winnipeg.

PUBLIC RELATIONS COMMITTEE

W. R. Hooper, Portage la Prairie.
R. J. Cochrane, Winnipeg.
J. H. Dow, St. Vital.
B. Hanuschak, Winnipeg.
W. J. Jasper, Miami.
P. M. Luba, Brandon.
Miss C. Scott, Winnipeg.
A. E. Scrase, Dauphin.
S. F. Shack, Winnipeg.

RESOLUTIONS COMMITTEE

Mrs. N. M. Lockhart, Flin Flon.
R. J. Cochrane, Winnipeg.
Mrs. M. Hume, Boissevain.
Mrs. R. V. Joyce, West Kildonan.
Miss M. D. White, Shilo.

RURAL PROBLEMS COMMITTEE

H. H. Goertzen, Altona.
R. J. Cochrane, Winnipeg.
P. Capar, Fraserwood.
Miss L. A. M. Compton, Manitou.
G. J. Girard, Dominion City.

SALARIES COMMITTEE

R. E. White, Hartney.
A. Venables, Brandon.
R. J. Cochrane, Winnipeg.
C. Bergen, Brandon.
G. W. J. Costley, Portage la Prairie.
G. W. Hanna, Pierson.
D. W. Howell, Wawanesa.
J. R. Khadekin, Benito.
M. Okolita, Beausejour.
L. St. Vincent, St. Agathe.
A. G. S. Williams, Winnipeg.

TEACHER EDUCATION AND CERTIFICATION COMMITTEE

C. L. Connell, Winnipeg.
R. J. Cochrane, Winnipeg.
Wm. H. Bradley, Portage la Prairie.
Miss E. D. Cox, Winnipeg.
Miss M. G. Dance, Winnipeg.
J. Lyzun, Brooklands.
S. P. Maynes, St. Vital.
J. P. Minions, Carberry.
P. Prefontaine, Roblin.
M. W. Tataryn, Pine Falls.
N. Toews, Steinbach.
A. Z. Zorniak, Winnipeg.

SPECIAL COMMITTEES

*(First Named in Each Case is
Chairman of the Committee)*

ADVISORY COMMITTEE

N. Toews, Steinbach.
R. L. Donald, Winnipeg.
Miss S. F. Shack, Winnipeg.

HOUSE COMMITTEE

N. Toews, Steinbach.
A. W. Davie, Winnipeg.

LEADERSHIP COURSE COMMITTEE

Miss D. Brummitt, Dauphin.
R. J. Cochrane, Winnipeg.
W. R. Hooper, Portage la Prairie.
G. H. Nicholls, Flin Flon.
L. G. Orlikow, Winnipeg.
Miss E. F. Redmond, Winnipeg.

LIBRARY COMMITTEE

Miss C. A. Houde, Carman.
R. J. Cochrane, Winnipeg.
J. K. Cooper, Lynn Lake.
D. S. Forsyth, Winnipeg.
Miss S. F. Shack, Winnipeg.
A. J. R. Tetrault, Elie.

RESERVE FUND BOARD

R. W. Bend, West Kildonan.
R. J. Cochrane, Winnipeg.
A. W. Davie, Winnipeg.
Miss A. MacDonald, Winnipeg.

SCHOLARSHIP COMMITTEE

Mrs. N. M. Lockhart, Flin Flon.
R. J. Cochrane, Winnipeg.
J. I. Bateman, Brandon.
W. R. Hooper, Portage la Prairie.
N. Toews, Steinbach.

STATUTORY MEMBERSHIP COMMITTEE

A. Venables, Brandon.
R. J. Cochrane, Winnipeg.
J. G. Dark, Portage la Prairie.
R. J. Harris, Wawanesa.
Mrs. A. M. Mann, Brandon.
M. F. Sparrow, Brandon.

TEACHER EVALUATION COMMITTEE

L. G. Orlikow, Winnipeg.
R. J. Cochrane, Winnipeg.
Miss R. Chapman, West Kildonan.
R. L. Donald, Winnipeg.
D. A. Downie, St. Vital.
D. Friesen, Winkler.
Miss A. MacDonald, Winnipeg.
Miss S. F. Shack, Winnipeg.

TEACHER RECRUITMENT

E. Kowalchuk, West Kildonan.
R. J. Cochrane, Winnipeg.
W. T. Brownlee, Ethelbert.
R. J. Deleurme, St. Norbert.
C. A. Joyce, East Kildonan.
Mrs. T. Kehler, Winkler.
A. M. Leech, Reston.
D. T. McKinnon, St. James.
Mrs. E. D. Randell, Eden.
P. I. Robinson, Shoal Lake.
Miss J. L. Rorke, Winnipeg (corr. member).

PAST PRESIDENTS OF THE MANITOBA TEACHERS' SOCIETY

Easter 1919 to Dec.	1921	H. W. Huntley
Dec. 1921 to Dec.	1922	E. K. Marshall*
Dec. 1922 to Dec.	1924	C. W. Laidlaw*
Dec. 1924 to Easter	1927	A. C. Campbell*
Easter 1927 to Easter	1928	W. Sadler*
Sept. 1929 to Easter	1931	W. A. Anderson*
Easter 1928 to Sept.	1929	A. E. Hearn*
Easter 1931 to Easter	1932	G. Florence
Easter 1932 to Easter	1933	J. Crossley
Easter 1933 to Easter	1934	W. G. Oliver
Easter 1934 to Easter	1935	G. M. Churchill
Easter 1935 to Easter	1936	Miss C. Parkinson
Easter 1936 to Easter	1937	W. G. Rathwell*
Easter 1937 to Easter	1938	H. V. Bell
Easter 1938 to Easter	1939	Mrs. E. J. Ransom
Easter 1939 to Easter	1940	A. S. Moore
Easter 1940 to Easter	1941	J. H. Cameron
Easter 1941 to Easter	1942	J. E. Ridd
Easter 1942 to Sept.	1943	Dr. E. Boyce
Sept. 1943 to Easter	1944	Dr. E. F. Willoughby*
Easter 1944 to Easter	1945	R. C. Paris
Easter 1945 to Easter	1946	Miss M. Hamilton
Easter 1946 to Easter	1947	F. D. Baragar
Easter 1947 to Easter	1948	Mrs. H. K. Ellis
Easter 1948 to Easter	1949	G. R. Rowe
Easter 1949 to Easter	1950	Mrs. E. J. Mollard
Easter 1950 to Easter	1951	H. E. Murphy
Easter 1951 to Easter	1952	Dr. M. R. Conway
Easter 1952 to Easter	1953	D. H. Stewart
Easter 1953 to Easter	1954	Miss E. Miller
Easter 1954 to Easter	1955	J. A. Ashley
Easter 1955 to Easter	1956	Miss A. MacDonald
Easter 1956 to Easter	1957	Miss W. E. Stevenson
Easter 1957 to Easter	1958	C. S. Gow
Easter 1958 to Easter	1959	A. E. Scrase
Easter 1959 to Easter	1960	R. L. Donald
Easter 1960 to Easter	1961	Miss Sybil F. Shack
Easter 1961 to Easter	1962	N. Toews

* deceased.

CONSTITUTION

The constitution of The Manitoba Teachers' Society is contained in Chapter 262 of the Revised Statutes of Manitoba. Its chief provisions follow:

CHAPTER 262

An Act respecting The Manitoba Teachers' Society

Her Majesty, by and with the advice and consent of the Legislative Assembly of Manitoba, enacts as follows:

1. This Act may be cited as: "The Manitoba Teachers' Society Act." S.M. 1941-42, c. 60 s. 1.

INTERPRETATION

2. In this Act,
"society" means The Manitoba Teachers' Society;
"teacher" means a person holding a legal certificate of qualification to teach in the province issued under The Education Department Act.

OBJECTS

4. The objects of the society shall be

(a) to promote and to advance the cause of education in the province;

(b) to co-operate in raising the status of the teaching profession,

(i) by initiating and promoting research in the methods and practice of teaching and in the subjects of the curriculum;

(ii) by establishing research libraries and circulating libraries of books, treatises, and papers designed to assist the teacher in the classroom;

(iii) by any means which the society shall deem advisable;

(c) to advance and to safeguard the interests of the teaching profession and of teachers;

(d) to secure conditions for teachers which will make possible the best professional services;

(e) to arouse and increase public interest in educational affairs;

(f) to co-operate with other organizations in Canada or elsewhere having the same or like aims and objects;

(g) to take any measures, not inconsistent with this Act or any other Act of the Legislature or any regulations of the department or the board, which the society deems necessary or advisable to give effect to any policy adopted by it with respect to any question directly or indirectly affecting teaching or teachers. S.M. 1941-42, c. 60, s. 4; am.

ACTIVE MEMBERSHIP

5. (1) Subject to subsections (2) and (3), every person who, on the thirty-first day of March, 1942, held or thereafter obtained or obtains a legal certificate of qualification, or a limited teaching permit, to teach in the province, under The Education Department Act, and is employed as a teacher in a public school shall, by virtue thereof, be an active member of the society. Am. S.M. 1943, c. 49, s. 1; S.M. 1944, c. 42, s. 1; am.

(2) Any teacher may, by registered letter addressed and mailed to the general secretary,

(a) within sixty days after he receives his certificate in the year in which the certificate is issued; and

(b) before the first day of July in any other year;

elect to be excluded from membership in the society for the next ensuing school year. R. & S., S.M., 1944, c. 42 s. 2.

(3) Any teacher who teaches under a limited teaching permit granted by the Minister may, by registered letter addressed and mailed to the general secretary within sixty days after he receives his permit, elect to be excluded from membership in the society.

(a) for the school year next ensuing after the grant of the permit, if the permit is issued in the month of July or August; or

(b) for the then current school year, if the permit is issued in any other month.

En. S.M. 1943, c. 49, s. 1; R.&S., S.M. 1944, c. 42, s. 3.

(4) Any teacher who has elected to be excluded from membership, at any time after having so elected, may, if otherwise qualified for membership, change such election and be admitted to membership by giving notice by registered mail to the general secretary. S.M. 1941-42, c. 60, s. 6; am.

ASSOCIATE MEMBERSHIP

6. (1) The following persons shall be eligible to be associate members of the society and may, by application therefor, become associate members in the manner provided in the by-laws of the society, namely,

(a) all persons enrolled as students in courses leading to qualification as teachers in any institution in the province recognized by the department;

(b) subject to subsection (2), all teachers who were unemployed on the thirty-first day of March, 1942, or who thereafter became or become unemployed; and

(c) instructors in such schools in the province, other than public schools, as the provincial council may from time to time designate.

(2) The associate membership of persons who become associate members under clause (b) of subsection (1) shall be limited to the period of their unemployment. See S.M. 1941-42, c. 60, s. 6 (1) (b) (part).

(3) Associate members shall have the same rights, privileges and benefits and be subject to the same liabilities and restrictions as active members of the society, save that an associate member shall not be eligible for election as a member of the provincial council or provincial executive. S.M. 1941-42, c. 60, s. 6; am.

LIFE MEMBERSHIP

7. On nomination of the provincial executive, life membership in the society may be conferred upon any member by resolution of the provincial council. S.M. 1941-42, c. 60, s. 7.

HONORARY MEMBERSHIP

8. Any person may be appointed an honorary member of the society by resolution of the provincial council. S.M. 1941-42, c. 60, s. 8.

TEACHERS' ELECTORAL DIVISION

9. (1) The province shall, for the purposes of this Act, be divided into teachers' electoral divisions, which in the first instance shall have the same boundaries, and shall be known by the same numbers or names, as the inspectoral divisions existing or from time to time established in the province.

(2) The School District of Winnipeg No. 1 shall, for the purpose of this Act, be a teachers' electoral division.

(3) The provincial council may, at any time, alter the boundaries of any teachers' electoral division, or may, with or without reference to specific territorial limitation, establish new teachers' electoral divisions as are consequent on such alteration or establishment.

PROVINCIAL COUNCIL

10. (1) The provincial council shall be composed of representatives duly elected by the division associations as hereinafter provided, and of the members of the provincial executive.

(2) The provincial council may:

(a) exercise all the powers of the society, direct and supervise its business, property and affairs;

(b) exercise such powers as it may deem necessary for the welfare of the society and its members;

(c) pass, repeal and amend by-laws, rules and regulations (herein referred to as the by-laws of the society) for the purposes aforesaid, or for the delegation to the provincial executive of all or any of the powers of the provincial council, or for regulating the register to be kept as provided herein;

(d) provide for the enforcement of the by-laws of the society and impose penalties for the infraction thereof.

OFFICERS

11. (1) The officers of the society shall be the president, first vice-president, second vice-president, treasurer, general secretary and such other officers as the by-laws of the society may from time to time prescribe.

PROVINCIAL EXECUTIVE

12. (1) The provincial executive shall be composed of the president, the first vice-president, the second vice-president, the treasurer, the immediate past president and such number of additional members as may be determined by the provincial council and chosen in such manner as may be provided by the by-laws of the society.

(2) The provincial executive may exercise such powers as are by this Act vested in it or may be from time to time delegated to it by the by-laws of the society. S.M. 1941-42, c. 60, s 12.

DIVISION ASSOCIATION

13. (1) A division association shall be organized in each teachers' electoral division in the province and, save as hereinafter provided, shall include all members of the society in that teachers' electoral division. Am.

(2) Each division association shall hold its annual general meeting at the time of the autumn teachers' convention or at such other time as may be fixed by by-law of the division association.

(3) The division association in each teachers' electoral division may formulate a constitution, adopt by-laws and pass resolutions not inconsistent with this Act or the by-laws of the society, and shall carry on the work of the society within the boundaries of the teachers' electoral division in which the division association has been formed.

(4) Copies of the constitution, by-laws, and resolutions of each division association shall forthwith upon the passing thereof be forwarded to the

general secretary; but, save in so far as they relate to matters of purely local concern, no such constitution, by-law, or resolution shall be operative or acted upon until it has been approved by the provincial executive or the provincial council. Am.

(5) The provincial executive may in every case decide whether or not any such constitution, by-law, or resolution, relates to matters of purely local concern and its decision shall be final unless altered by the provincial council.

(6) Each division association shall, at its annual general meeting, elect an executive consisting of a president, vice-president, secretary-treasurer, and three committee chairmen together with such additional number of members as may be deemed advisable from time to time.

(7) Each division association shall, at its annual general meeting, elect from its membership one representative for each forty members of the division association, to be its representatives on the provincial council; but if the number of members of the division association when divided by forty leaves a remainder of twenty-one or more, the division association shall be entitled to, and shall elect, one additional representative.

(8) The representatives of a division association on the provincial council shall be elected from among the members of the division association in such manner as the by-laws or the constitution of the division association provide.

LOCAL ASSOCIATION

14. (1) Any group of members of the society may, with the consent of the provincial executive, organize and establish a local association for the furtherance of the objects of the society.

(2) A local association may formulate a constitution, adopt by-laws and pass resolutions not inconsistent with this Act or the by-laws of the society.

(3) Copies of all constitutions, by-laws, and resolutions of each local association shall, forthwith upon the passing thereof, be forwarded to the general secretary, and, where the membership of the local association is drawn from one division association, to the division secretary thereof; but save in so far as they relate to matters of purely local concern, no such constitution, by-law, or resolution shall be operative or acted upon until it has been approved by the provincial executive or the provincial council.

(4) The provincial executive may in every case decide whether or not any such constitution, by-law, or resolution, relates to matters of purely local concern and its decision shall be final unless altered by the provincial council.

FEEES

15. (1) Every member of the society, except life members and honorary members, shall pay annually on the first day of October in each year such membership fee as may from time to time be fixed or prescribed by the by-laws of the society. Am.

INVESTIGATION OF COMPLAINTS

17. (1) The provincial executive may investigate complaints regarding the professional conduct of any member of the society.

(2) The provincial executive may in every case when conducting an investigation under subsection (1) act either by itself or through a committee thereof.

(3) After such an investigation, the provincial executive shall forthwith file with the general secretary a copy of the proceedings and evidence and such further material as the by-laws of the society may from time to time require; and shall file with the Minister a synopsis of all such proceedings including minutes of the evidence had, or taken by, or before, the provincial executive or the committee thereof.

(4) After such an investigation the provincial executive may make such recommendations as it may see fit to the Minister for his consideration.

BY-LAWS OF THE MANITOBA TEACHERS' SOCIETY

As amended by Provincial Council, Easter, 1962.
(Abridged)

DUTIES OF THE PROVINCIAL EXECUTIVE

1. The Provincial Executive shall hold at least four meetings a year.
2. Emergent meetings may be called by the President or the General Secretary if in the opinion of either of them such meeting is necessary.
3. At its first meeting in each year the Executive shall appoint the following Standing Committees and such additional Committees as may be needed; at least one member of each standing or additional Committee shall be appointed from the members of the Executive:

- (1) Canadian Teachers' Federation.

- (2) Curriculum.

- (3) Finance.

- (4) Ideals and Practice.

- (5) Pensions.

- (6) Public Relations.

- (7) Resolutions.

- (8) Rural Problems.

- (9) Salaries.

- (10) Teacher Education and Certification.

The Executive shall have power to appoint and dismiss officers, supervise the Society's business, and fill vacancies.

9. The annual meeting of the Provincial Council shall be called by the Provincial Executive.

- (1) Which will give at least two months' notice to the Locals and to the members through The Manitoba Teacher, or by some method whereby every local and member shall be made acquainted with the date and place of the Annual Conference.

- (2) And which shall make all necessary arrangements.

10. In case there is no Fall Convention or meeting of the Division Association in any Division, caused by some unusual occurrence, then arrangements shall be made by the Division Association through the Locals or other groups of teachers in that particular Division to assure that such Division shall have its proper representation at the Annual Meeting of the Provincial Council.

OFFICERS AND THEIR DUTIES

11. The President shall preside at all meetings of the Society and of the Provincial Council and the Executive; shall be, ex-officio, a member of all Committees.
12. In the absence, incapacity, or refusal to act of the President, the First Vice-President or the Second Vice-President shall assume the duties and responsibilities of the President.

* * *

17. The General Secretary shall
 - (a) have the custody of and keep at the Central Office of the Society the book or books comprising the Register, correct in accordance with The Manitoba Teachers' Society Act and the by-laws of the Society;
 - (b) have the custody of and keep at the said Office the books of account and the records, papers and documents of the Society and the Corporate Seal of the Society;
 - (c) examine and pass upon all accounts for payment;
 - (d) submit a detailed statement of receipts and expenditures to the Executive when requested by it and to the Annual Meeting of the Provincial Council in each year;
 - (e) examine and check all books and vouchers before each meeting of the Finance Committee and at least one week before preparation of the Auditor's Report for the said Annual Meeting of the Provincial Council in each year, and at such other times as the Executive may direct;
 - (f) receive all monies from any source for the benefit of the Society and deposit all such monies in a Chartered Bank to the credit of the Society;

- (g) execute a Bond satisfactory to the Executive;
- (h) conduct the correspondence of the Society;
- (i) have the power to represent the Society at all meetings of Division and Local Associations in the absence of the Provincial President or his duly authorized representative;
- (j) act as Secretary of all meetings of the Provincial Council and of the Executive;
- (k) perform all the duties of a General Secretary or such other duties as directed by the Provincial Executive.

18. The Executive shall have power to appoint such other officers as it may from time to time determine and from time to time remove such officer or officers so appointed.

NOMINATION AND ELECTION OF OFFICERS AND PROVINCIAL EXECUTIVE

19. There shall be a Nominating Committee which shall be appointed, one member for each 150 members, or portion thereof, from each Division, by each Division Association prior to the Annual Meeting of the Provincial Council and preferably at the Fall Convention to nominate the President, First Vice-President, Second Vice-President, Treasurer and 14 members of the Executive; nominators having before nomination obtained the consent of the nominee to serve if elected.
20. In case two (2) or more members are nominated for one office, all elections shall be by ballot of delegates actually present at the meeting at the time of the taking of such ballot and the system of the transferable vote shall be used where applicable.

ORGANIZATION OF LOCALS

21. Local Associations shall consist of members of the Society conveniently located to organize for mutual benefit.
22. On the approval by the Provincial Executive of the constitution of the said Local, a certificate will be issued empowering the Local to carry on the work of this Society and to elect members

in accordance with its duly approved constitution.

23. The by-laws of a Local shall provide, that upon the dissolution of the said Local Association, all property, monies, books, and papers belonging to or appertaining to thereon shall become the property of the Division Association.
24. Where a Local already exists within a single School District, a new Local may be established only with the approval of the Provincial Executive and after consultation with the existing Local and Division Association.
25. A Local having elected its officers and executive shall forthwith forward a list of such officers and executive to the General Secretary of The Manitoba Teachers' Society.
26. Any group of members of the Society may, with the consent of the Provincial Executive, organize and establish sub-locals or composite locals for the furtherance of the objects of the Society.

MEMBERSHIP YEAR AND FEES*

27. The membership year shall be from the first day of July to the thirtieth day of June next ensuing.
28. No member shall be a delegate to the Annual General Meeting of the Provincial Council unless such member be an active member in good standing.

(a) The following shall be the scale of fees for membership in The Manitoba Teachers' Society:

Fees		Fees	
\$2,000 to \$2,499\$26.00	\$4,500 to \$4,999\$31.00
\$2,500 to \$2,999\$27.00	\$5,000 to \$5,499\$32.00
\$3,000 to \$3,499\$28.00	\$5,500 to \$5,999\$33.00
\$3,500 to \$3,999\$29.00	\$6,000 to \$6,499\$34.00
\$4,000 to \$4,499\$30.00	\$6,500 and over\$35.00

*In addition, a Local and/or Division Association fee is usually levied.

(b) Retired teachers who were in good standing immediately prior to retirement will be eligible for associate membership at a nominal fee of \$1.00.

(c) Associate members, other than those who are retired teachers or who are members of the Faculty of Education or the Manitoba Teachers College Local Association, shall be assessed at an annual fee of \$5.00.

TRIALS

30. It shall be competent for any person who has reason to believe that a member has acted unprofessionally, to lay before the General Secretary a charge against such member, which charge shall be in writing and a statement of particulars shall be furnished therewith.
31. Such charge and all recited particulars shall be forwarded by the General Secretary to the member against whom the charge is laid and to the Convener of the Judicial Committee within three (3) days of the receipt of the same by the General Secretary.
32. The Convener of the Judicial Committee shall within seven (7) days of the receipt of such charge and particulars give notice to the member laying the charge and the member against whom the same is laid to appear before the Judicial Committee at a time not less than ten (10) days and not more than thirty (30) days from the date of such notice and at a place to be named in such notice.
33.
 - (1) Both parties shall have the right to conduct their cases either personally or by teacher-counsel, to file documents, to call witnesses, to examine and to cross-examine witnesses.
 - (2) Any hearing may be adjourned from time to time and from place to place by the Convener of the Judicial Committee.

34. The Judicial Committee shall within ten (10) days after the completion of the hearing, make a full report of the case and may recommend to the Executive that the member charged shall be re-examined, exonerated, admonished, censured, reprimanded, suspended from membership for a given time or expelled from membership.
35. The Executive on receipt of this report may make such recommendation or further recommendation as it may see fit to the Minister of Education for his consideration or to recommend to the said Minister such further action as it may see proper.

APPLICATIONS FOR ASSISTANCE

36. When a member considers that the action of any employing Board of Trustees is unfair or unjust, and desires the assistance of the Society such teacher shall at once forward a statement of his complaint and an application for assistance to the General Secretary of The Manitoba Teachers' Society.
37. The General Secretary, on the receipt of the complainant's application, shall endeavour to obtain all possible data and, after communicating with the Board of Trustees in question, with the Local and with the Tenure Committee, shall take such action as seems right and advisable.
38. If any member whose legal certificate of qualification to teach has been suspended, considers such suspension of his certificate to be unfair or unjust and desires the assistance of the Provincial Society, such teacher shall at once forward a full statement of his complaint and an application for assistance to the General Secretary of The Manitoba Teachers' Society.
39. The General Secretary, on receipt of the complainant's application, shall endeavour to obtain all possible data and shall, after consultation with the teacher members of the Discipline Committee of the Department of Education and

the Tenure Committee, present the matter to the Provincial Executive for its consideration and action.

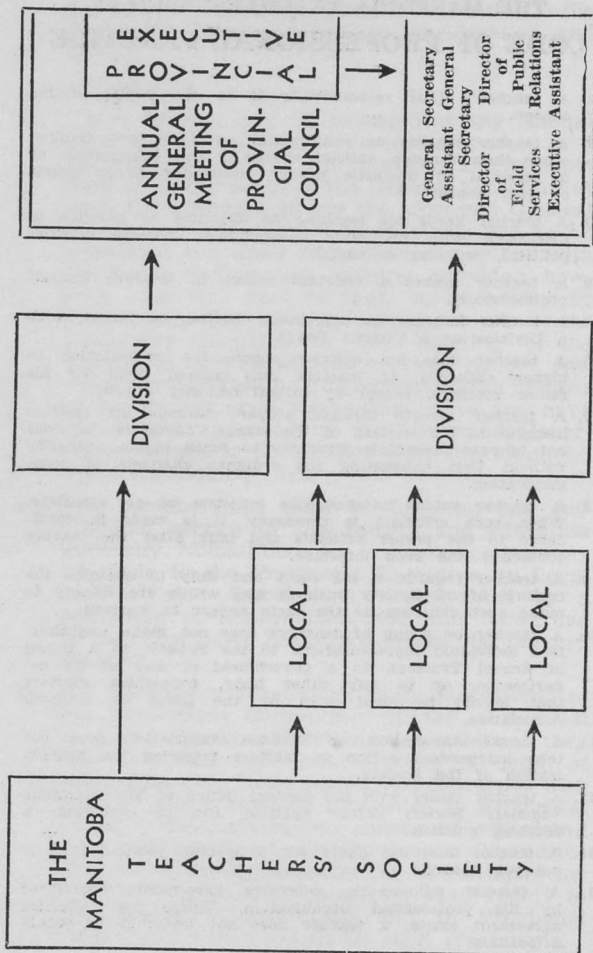
AMENDMENTS

40. These by-laws may be amended at any Annual General Meeting of the Provincial Council by a two-thirds ($\frac{2}{3}$) vote. All proposed amendments shall be in the hands of the General Secretary at least three months before the aforesaid General Meeting at which such amendments are to be submitted and shall be published together with the notice calling such meeting, provided, however, that any part of these by-laws may be temporarily suspended by unanimous vote of the authorized delegates at any meeting of the Provincial Council without previous notice; provided further, that no amendment to the by-laws of the Society shall become operative and have effect until approved by the Lieutenant-Governor-in-Council in accordance with The Manitoba Teachers' Society Act.
42. Life memberships shall be for long and outstanding service to the Society and education generally. Nominations for life membership may be made to the Provincial Executive by Local and Division Associations, accompanied by a statement of accomplishments, and forwarded to the Provincial Executive before its January meeting.
44. All curriculum resolutions shall be referred to the Resolutions Committee of the Provincial Executive for consideration as to whether they are concerned with general policy or detail of subject matter. Those resolutions concerned with general policy shall be forwarded to Provincial Council. Those resolutions concerned with detail shall be forwarded to the Curriculum Committee of the Provincial Executive for its consideration and the Curriculum Committee shall report to the sponsoring Association and to Provincial Council the action taken on such resolutions.

THE MANITOBA TEACHERS' SOCIETY

CODE OF PROFESSIONAL PRACTICE

1. A teacher's first responsibility is to the pupils in his charge.
2. A teacher regards as confidential and does not divulge, other than through official channels, any information of a personal or domestic nature concerning either pupils or their homes.
3. A teacher keeps his teaching as objective as possible in discussing with his class controversial matters whether political, religious or racial.
4. A teacher makes a constant effort to improve himself professionally.
5. A teacher honours an agreement, written or verbal, with a Division or a District Board.
6. A teacher does not actively oppose the presentation to higher authority of matters duly agreed upon by his fellow teachers, except by formal minority report.
7. A teacher reports through proper channels all matters harmful to the welfare of the school. Therefore, he does not by-pass immediate authority to reach higher authority without first exhausting the ordinary channels of communication.
8. A teacher avoids unfavourable criticism of an associate. When such criticism is necessary, it is made in confidence to the proper officials and only after the teacher concerned has been informed.
9. A teacher regards it his right and duty to examine the conduct of all Society business and within the Society to make such criticism as the facts appear to warrant.
10. A teacher or group of teachers does not make unauthorized individual representations to the Society, to a Board of School Trustees, to a government or any of its departments, or to any other body, concerning matters that should be dealt with by the Local or Division Association.
11. A Local Association or Division Association does not take independent action on matters requiring the authorization of the Society.
12. A teacher clears with the Central Office of The Manitoba Teachers' Society before applying for, or accepting, a teaching position.
13. A teacher does not apply for a specific position that is not yet vacant.
14. A teacher adheres to collective agreements negotiated by his professional organization. Where no collective agreement exists, a teacher does not underbid to obtain a position.



Organizational Chart of The Manitoba Teachers' Society

Illustrated above is the administrative structure of The Manitoba Teachers' Society. Representation is carried through in the following manner:

1. Every teacher in the Manitoba public school system has the opportunity to belong to one of the forty-seven division associations that are organized throughout the province. These division associations correspond to the school divisions that have been established by the Minister of Education. School districts that have been declared remote have been attached to an adjacent school division.
2. Within each division association there may be several local associations. The functions of these local associations vary from division to division. They may make recommendations, but not final decisions, on matters that concern all teachers in the division.
3. Each division association has a constitution and holds regular general and executive meetings. The executive consists of a president, vice-president, secretary-treasurer, and at least three committee chairmen, elected at the annual general meeting of the division association.
4. The division association appoints or elects, according to its constitution, representatives to the annual general meeting of provincial council on the basis of one for each forty members of the division association.
5. The annual general meeting of provincial council is held annually during Easter week. This council considers resolutions sent in from division and local associations, hears reports from standing committees, and sets Society policy for the ensuing year. It elects a provincial executive to carry out the work of the Society during the year.
6. The provincial executive meets regularly throughout the year to carry out the work of the Society.

TENURE PROVISIONS

Article 6 of the Teachers' Agreement (Form 6) states that the agreement may be terminated by:

- (a) mutual consent of the teacher and the district;
- (b) written notice given at least one month prior to the 31st of December or the 30th of June, terminating the contract on the 31st of December or the 30th of June, as the case may be, but the party giving notice of termination shall, on request, give to the other party the reason or reasons for terminating this agreement;
- (c) one month's previous notice in writing given by either party to the other in case of an emergency affecting the welfare of the district or of the teacher: provided that in that event the district may, in lieu of one month's notice as aforesaid, pay to the teacher one month's salary at the said rate;
- (d) one month's notice in writing by the teacher in case of variation of salary, which notice shall be given, at the discretion of the teacher, at any time after notification of the variation, and shall take effect one month after the date it is given.

When a teacher has been employed by a school district or division for more than two years, further tenure rights are provided in Section 263 (2A) of the Public Schools Act.

Under this Section, a teacher who is dissatisfied with the reasons for being dismissed, may request that the matter be submitted to an investigation committee composed of two representatives appointed by The Manitoba Teachers' Society, two representatives appointed by the District or Division, and a fifth person acceptable to these four persons who shall be chairman of the committee. Rigid time limits are set out: request for the reasons for terminating the agreement (7 days); board's reply to request (7 days); request for an investigation committee (7 days); establishment of the committee (7 days); report of the committee (15 days). The recommendation of an investigation committee is not binding and either party may request the establishment of a board of arbitration to adjudicate the dispute.

Teachers who have a tenure problem are urged to get in touch with Central Office (SP 5-8264) without delay.

PENSIONS

TEACHERS' RETIREMENT ALLOWANCES ACT

1. MEMBERSHIP:

All teachers employed under written contract as prescribed in the Public Schools Act in the Province of Manitoba are members of the Teachers' Retirement Allowances Fund.

2. RATE OF CONTRIBUTION:

A compulsory contribution of 5% of salary is payable to the annuities account.

Optional additional payments may be made to the annuity on age-rate schedule, up to 20% (total) at age 45.

3. SERVICE TO COUNT:

All service in any school district of Manitoba up to a limit of 40 years is counted for pension.

4. ELIGIBILITY FOR REGULAR PENSION:

There is no compulsory retirement age. A teacher may retire between the ages of 60 and 65 when the sum of age plus service is 90, or at any time after 65 with 15 years' service, all provided the teacher has taught at least 5 years during the 10 immediately preceding the date of application for a pension. For example, it would be possible to withdraw from teaching at age 55 after 30 years of service and to apply for a pension at age 60.

5. RE-EMPLOYMENT OF A TEACHER AFTER RETIREMENT:

When a pensioner resumes employment as a teacher, the Retirement Allowance ceases for the period of re-employment. The annuity is re-calculated to correspond with the new date of retirement. If the period of re-employment comprises at least two years of service, the service pension is re-calculated to include the added years of service.

This provision does not apply to teachers of the Winnipeg staff who retired prior to April 1, 1957. They may apply for a refund of contributions.

6. BASIS OF REGULAR PENSION:

The Teachers' Retirement Allowance consists of:

1. A pension of \$40.00 to women, \$46.08 to men, for each year of service plus.
2. An annuity purchased by the teacher's contributions with accrued interest.

The total Retirement Allowance is payable on a single life basis or on an optional form (5 or 10 years certain, last survivor, reducing pension) of the same actuarial value, at the choice of the teacher.

7. DISABILITY ALLOWANCE:

A teacher may apply for a disability allowance at any age after 15 years' service, upon medical proof of disability. The service pension is years of service X \$40.00 for women or \$46.08 for men. The annuity is purchased by the accumulated contributions of the teacher at age of retirement. The sum of these two shall be not less than \$720.00 per year.

8. WITHDRAWAL FROM TEACHING:

Effective May 1962, teachers who withdraw from teaching may apply for a refund of their pension contributions. Teachers who ceased to teach prior to this date and did not have 30 months' service will have to return to teach under contract before their contributions are refundable.

In all cases the contributions are refundable without interest and are subject to a deduction for income tax purposes.

On receiving an application for such withdrawal, the Teachers' Retirement Allowances Fund Board may, in its absolute discretion, postpone the payment of the amount payable to the applicant to a date not later than 3 months after the date on which the application was made.

Contributions by a Winnipeg teacher to an individual government annuity are not refunded but the annuity remains the property of the teacher.

9. DEATH IN SERVICE:

Contributions plus accrued interest are refunded.

10. VESTED RIGHT:

If a teacher becomes an inspector or goes to certain other positions under the Department of Education listed in Schedule A of the Act, but not to the University or to The Manitoba Teachers' Society, his rights for his service as a teacher are vested in a pension deferred to the date of his normal retirement. Contributions of such teacher are held in the annuities account until retirement.

11. HOW TO CALCULATE YOUR PENSION:

Your service pension will be your years of service X \$40.00 for women or \$46.08 for men.

The annuity is based on the accumulated contributions with interest and differs with each teacher. By the use of annuity tables you can estimate the amount of annuity that will be purchased by your accumulated contributions to date, plus the amount that will be provided by your anticipated future contributions.

Any change in interest rates or actuarial tables used between now and your retirement will alter the figures. The variation is not likely to be great but cannot be foreseen.

AFFILIATIONS

1. CANADIAN TEACHERS' FEDERATION

Secretary-Treasurer: G. Nason, B.A., M.Ed.
444 MacLaren Street, Ottawa 4, Ontario.

The C.T.F. is a federation of the provincial teachers' organizations founded in 1919 by Mr. Harry Charlesworth, first General Secretary of the B.C. Teachers' Federation, and Mr. E. K. Marshall of Manitoba. Every member in good standing in an affiliated provincial organization is deemed to be a member of the national organization, but there is no individual membership obtained direct from the central office.

The active voting membership is composed of three delegates elected annually by each of the affiliated provincial teachers' organizations. In common practice, the voting members are the senior officers of the provincial organizations. From this body a Board of Directors is elected to administer the affairs of the national organization. Each province has one representative on this Board and usually, but not necessarily, the representative is president of the provincial organization.

The C.T.F. now includes among its 120,000 members over 98 per cent of the elementary and secondary teachers in Canada, exclusive of the French-Catholic teachers of Quebec who are organized independently.

Its objects are to obtain co-operation and co-ordination of all provincial teachers' organizations upon policies and activities of common interest.

Manitoba teachers who became C.T.F. presidents were Dr. M. R. Conway, principal of the La Verendrye School, Winnipeg; the late Dr. E. F. Willoughby, former principal of Kelvin High School, Winnipeg; the late Mr. C. W. Laidlaw, former principal of Machray School, Winnipeg; Mr. H. W. Huntley, former principal of General Wolfe School, Winnipeg, and Mr. C. S. Gow, principal of Gordon Bell School, Winnipeg.

2. THE WORLD CONFEDERATION OF ORGANIZATIONS OF THE TEACHING PROFESSION

On August 1, 1952, in Copenhagen, Denmark, the W.C.O.T.P. was established. The chief purpose of the Confederation is to unite members of the teaching profession from all stages of education to enable them:

- To foster a conception of education directed toward the promotion of international understanding and good will;
- To improve teaching methods, educational organization, and the academic and professional preparation of teachers so that they can better serve the interests of youth;

— To promote closer relationships among teachers in different countries.

The President is Sir Ronald Gould, England, and the Secretary-General is Dr. W. G. Carr, Washington, D.C.

3. CANADIAN EDUCATION ASSOCIATION

The Canadian Education Association is an inter-provincial association of education authorities supported by the departments of education of the ten provinces of Canada. It is an agency for the voluntary co-operation of autonomous groups and authorities. The CEA acts as a clearing house for information on all phases of public education in Canada: in short, as was stated by its President in 1956, the CEA is "an interprovincial office (on education), a meeting-place and agency for co-operative action among the responsible provincial authorities."

4. MANITOBA EDUCATIONAL ASSOCIATION

Membership in the Manitoba Educational Association is open to anyone in the province who is interested in public school education. Its main activity is the organization of a convention held annually during Easter week.

The President is Miss Elsie Gauer, Assistant Director of Physical Education, Winnipeg School Division, and the Secretary is Mr. C. C. Wood, Director of Field Services, The Manitoba Teachers' Society.

5. HOME AND SCHOOL AND PARENT-TEACHER FEDERATION OF MANITOBA

The main object of Home and School organizations is to promote better understanding of the school's purpose in the community.

The President for 1962-63 is Mrs. Lou Shaffer and the Office Manager is Mrs. C. C. Jamieson, 216A Phoenix Building 388 Donald St., Winnipeg 2.

6. MANITOBA COUNCIL ON EDUCATION

The Manitoba Council on Education was formed in December, 1959, as a direct outgrowth of the Canadian Conference on Education held at Ottawa

in February, 1958. Almost every educational body in Manitoba has representation in the Council. Its purpose is to assist in the development of education in Manitoba. The President is Mr. Chief Justice G. F. Tritschler.

7. The Manitoba Teachers' Society has representatives on the following boards and committees: the Advisory Board, the Discipline Committee, the Collective Agreement Board, the Teachers' Retirement Allowances Fund Board, and the Manitoba Education Week Association.

WHERE YOUR FEE GOES

The annual fee for all Manitoba Teachers' Society members is determined by a sliding scale. (See page 25.) The median fee for 1962-63 is expected to be \$30. The following breakdown is based on the proposed budget for 1962-63.

District Associations and Field Service	\$.90
Executive Meeting	2.00
Annual Meeting75
Workshops and Salary Seminars	1.20
Committee Expenses50
Public Relations	1.80
Legal Fees (Arbitration, Tenure)70
Subscription to The Manitoba Teacher	1.50
Office Furnishings, Equipment, Maintenance ..	2.50
General Office Expenses (Supplies, postage, telephone, clearing, accounting, exchange, interest)	2.35
Office Salaries	9.90
Miscellaneous (Pensions contributions, retire- ment allowances, scholarships, library, administrative course)	2.15
C.T.F. Affiliation	1.35
Sinking Fund	2.40
TOTAL	\$30.00

SCHOLARSHIPS

1. The Manitoba Teachers' Society offers two \$500 scholarships annually to graduate students who plan to attend the Faculty of Education for the course leading to a Bachelor of Paedagogy. Candidates must be holders of a University degree have a good scholastic record, have a pleasing personality, have leadership qualities, and be interested in working with children and young people.

Applications for these scholarships may be procured from The Manitoba Teachers' Society, or from the Deans of the various faculties of the University of Manitoba or its affiliates and, when completed, should reach The Manitoba Teachers' Society prior to June 1.

2. In addition, The Winnipeg Division Association of The Manitoba Teachers' Society awards a \$200 scholarship to a candidate for Faculty of Education training.
3. The Flin Flon Division Association also awards a \$100 scholarship to a prospective candidate for Manitoba Teachers College.

CLEARING

WHAT IT IS

Clearing is a process whereby teachers contact the Central Office of The Manitoba Teachers' Society requesting information about school districts to which they wish to submit applications. The information is in the form of a questionnaire completed by the previous staff on living, working, and social conditions in the school district.

HOW TO CLEAR

Teachers may clear by letter, telephone or telegraph giving the name of the school or schools about which they desire information. A copy of the most recent questionnaire on file will be returned the same day. In addition supplementary information on existing difficulties in the school district or community may be included. Copies of questionnaires should be returned to Central Office when they are of no further value.

WHEN TO CLEAR

Teachers should clear **before applying** to any school district, or if approached by a school board, teachers should clear **before accepting** any teaching position.

VALUE OF CLEARING

By clearing, teachers receive information on the school plant, salaries, working conditions, transportation facilities, living accommodation, social and community life, and difficulties experienced by previous teachers. Thus teachers can protect themselves from accepting teaching positions which might prove unsatisfactory. Another important advantage of clearing is the protection it gives to teachers who are negotiating, or to teachers who are in a school district where there is a tenure dispute.

STATEMENTS OF POLICY OF THE MANITOBA TEACHERS' SOCIETY

FORMATION OF POLICY

Teachers often want to know how The Manitoba Teachers' Society makes policy. A policy begins as an idea in the mind of a teacher or group of teachers. It is discussed at a Local meeting or a Division Association meeting, and, if approved, is forwarded to the Provincial Executive in the form of a resolution. This resolution is debated at the Annual General Meeting. It may be amended during the debate. If passed, it becomes a resolution approved by the Society, and must be used for guidance or for action by the Provincial Executive.

Policy may also originate from the ideas of the Provincial Executive. Such ideas must be presented to the Annual General Meeting for approval in the same way as those from Locals or Division Associations.

A policy handbook, containing statements of policy and the resolutions on which the statements are based, is in the hands of Division Association Executives.

In the reconsideration of old policies, or in the formulation of new, the Annual General Meeting is the final authority.

SOME BRIEF STATEMENTS OF POLICY

Professional Development

It is the policy of the The Manitoba Teachers' Society:

1. to assist its members to improve instruction in the classroom;
2. to establish teaching as a major profession;
3. to raise the standards of admission to teacher-training courses;
4. to establish all teacher-training under the direction of the University of Manitoba;
5. to establish membership in The Manitoba Teachers' Society as a prerequisite for teaching in the schools of the province;

6. to seek greater responsibility for certification of teachers;
7. to gain greater responsibility for the Society and individual teachers in matters relating to curriculum and texts.

Administration and Finance

It is the policy of The Manitoba Teachers' Society:

1. to seek the maximum equalization of educational costs across the province;
2. to encourage the construction of high schools which have a minimum of twelve classrooms;
3. to encourage the development of a system of larger areas of school administration encompassing both elementary and secondary schools;
4. to advocate federal aid to education with full retention of provincial control.

Pensions

It is the policy of The Manitoba Teachers' Society to secure satisfactory pensions for its members—active and retired.

Salaries

It is the policy of The Manitoba Teachers' Society:

1. to secure collective agreements for all its members, such agreements to be negotiated at the division level;
2. to negotiate preparation-type salary schedules which base salary on qualifications, experience and measurable responsibility.

Teacher Rights

Tenure—It is the policy of the Society to assist teachers in exercising their tenure rights under the Public Schools Act.

Civil—It is the policy of the Society to protect the civil rights of teachers.

Public Relations

It is the policy of The Manitoba Teachers' Society:

1. to promote understanding of the objectives and activities of The Manitoba Teachers' Society;
2. to co-operate with other organizations interested in the improvement of education in Manitoba.

DEPARTMENT OF EDUCATION OFFICIALS

Minister: Hon. Stewart E. McLean - WH 7-7206.

Deputy Minister: B. S. Bateman - WH 6-7262.

Assistant Deputy Minister: R. R. Robertson - WH 6-7263.

Executive Assistant: C. Bridle - WH 6-7262.

Director of Administration: R. W. Dalton - WH 6-1170.

Asst. Director of Administration: L. R. Labossiere -
WH 6-1170.

Accountant: B. E. Besteck - WH 6-7267.

Administrative Officer: A. E. Gray - WH 6-1170.

Provincial Official Trustee: J. A. Cameron - WH 2-5023.

Supervisor of School Attendance: M. P. McDonald -
WH 6-7467.

Supervisor of Buildings: N. Osler - WH 6-1170.

Supervisor of Transportation: F. Owens - WH 6-1170.

Director of Instruction: R. W. Lightly - WH 6-7221.

Correspondence Branch: C. J. Hutchings - WH 2-3941.

Supervisor of Radio Education: Miss G. McCance - WH 6-1170.

Supervisor of Visual Education: E. T. Armstrong - WH 3-7650.

Director of Curricula: G. M. Davies - WH 6-1170.

Supervisor of Research: A. Heaney - WH 6-7318.

Registrar: L. S. Bennett - WH 6-7268.

Manitoba Textbook Bureau: M. P. Ehman - WH 3-2369.

Department Librarian: Miss M. Baldock - WH 2-4619.

Director of Teacher Training: H. P. Moffat - WH 6-1170.

Manitoba Teachers College: G. W. F. Brisbin - HU 9-5253.

Director of Vocational Training: B. F. Addy - WH 6-7163.

Manitoba Technical Institute: J. Wakefield - SU 3-7126.

Director of Special Services: C. J. Muller - WH 2-5622.

Supervisor of Special Schools: B. Grafton - WH 2-5317.

Supervisor of Home Economics: Miss H. Janzen - WH 2-5317.

Supervisor of Special Classes: D. M. Plummer - WH 2-5317.

FLIN FLON
N° 46

KELSEY

N° 45



Department of Mines & Natural Resources Manitoba
Savoye Street

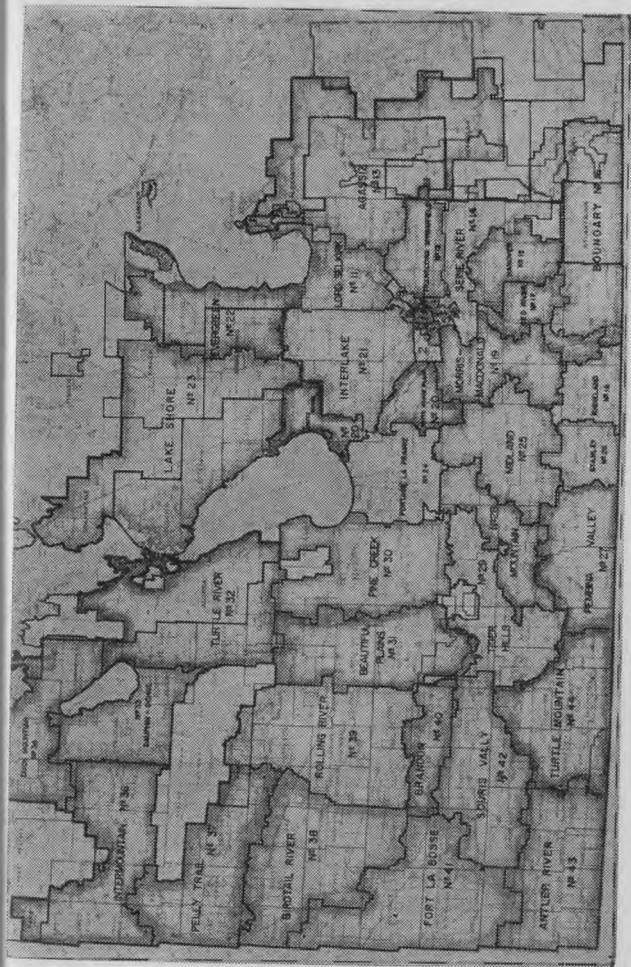
THE ANTIQUITY PORTION OF THE
PROVINCE OF MANITOBA

1940

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SCHOOL DIVISIONS

SWAN VALLEY
N° 35



SCHOOL INSPECTORS

Chief Inspector
of Schools:

R. W. Lightly,
Room 142,
Legislative Bldg.,
Wpg. 1. WH 6-7221.

Winnipeg No. 1:

M. Ewanchuk,
828 Borebank St.,
Wpg. 9.
W. Friesen,
195 Wildwood Park,
Wpg. 19.
A. F. Kerr,
613 - 2345 Portage Ave.
Wpg. 12.
J. K. MacKay,
307 Brock St., Wpg. 9.
R. E. Vasey,
457 Cordova St., Wpg. 9

Assiniboine North No. 2:

H. A. Mouritsen,
258 Bruce Ave., Wpg. 12.

Assiniboine South No. 3:

J. W. A. Muirhead,
91 Haney St., Wpg. 20.

St. Boniface No. 4:

S. G. Denham,
942 Somerset Ave.,
Wpg. 19.

Fort Garry No. 5:

H. M. Dunfield,
860 Holly Ave., Wpg. 19.

St. Vital No. 6:

E. F. Simms,
121 Havelock Ave.,
St. Vital, Wpg. 8.

St. James No. 7:

R. Moore,
384 Lyle St., Wpg. 12.

Norwood No. 8:

L. S. Smith,
21 Crowson Bay,
Fort Garry, Wpg. 19.

River East No. 9:

D. H. Stewart,
168 Slater Ave., Wpg. 16.

Seven Oaks No. 10:

R. F. Lee,
415 Waverley, Wpg. 9.

Lord Selkirk No. 11:

W. S. Patterson,
Box 1329, Selkirk.

Transcona-Springfield
No. 12:

M. G. Wawrykow,
8 Brewster Bay,
Transcona.

Agassiz No. 13:

K. Pokrant, Beausejour.

Seine River No. 14:

A. H. Corriveau,
Ste. 1-159 Dollard Blvd.
St. Boniface, Wpg. 6.

Hanover No. 15:

K. R. Jasper, Steinbach.

Boundary No. 16:

D. R. Thom,
Dominion City.

Red River No. 17:

J. A. Duhamel,
Ste. Agathe.

Rhineland No. 18:

J. A. Callander,
Box 777, Altona.

Morris-MacDonald No. 19:

T. M. Whitley, Morris.

- White Horse Plain No. 20: Duck Mountain No. 34:
 J. W. A. Muirhead, R. R. Partridge,
 91 Haney St., Wpg. 20. Winnipegosis.
- Interlake No. 21: Swan Valley No. 35:
 G. W. Sadler, J. N. Belton,
 Box 188, Stonewall. Box 66, Swan River.
- Evergreen No. 22: Intermountain No. 36:
 J. H. Menzies, Gimli. J. H. Gibson,
 Grandview.
- Lake Shore No. 23: Pelly Trail No. 37:
 A. J. Wilson, S. J. Klym, Russell.
 Eriksdale.
- Portage la Prairie No. 24: Birdtail River No. 38:
 W. C. Rhind, P. H. Funk,
 80-12th St. S.W., Shoal Lake.
 Portage la Prairie.
- Midland No. 25: Rolling River No. 39:
 M. Gillies, Carman. J. E. Outhwaite,
 Box 857, Minnedosa.
- Stanley No. 26: Brandon No. 40:
 J. Chalaturnyk, A. S. Miller,
 Morden. 2 Almond Cres.,
 Brandon.
- Pembina Valley No. 27: Fort la Bosse No. 41:
 N. Robson, C. D. Bollman,
 Box 204, Pilot Mound. Virden.
- Mountain No. 28: Souris Valley No. 42:
 H. J. MacDonald, N. G. Harvey, Souris.
 St. James, Wpg. 12.
- Tiger Hills No. 29: Antler River No. 43:
 W. S. Lockhart, J. A. George,
 Baldur. Box 2, Deloraine.
- Pine Creek No. 30: Turtle Mountain No. 44:
 A. C. Diehl, Gladstone. L. A. Floyd,
 Box 478, Killarney.
- Beautiful Plains No. 31: Kelsey No. 45 and
 J. W. Butcher, Flin Flon No. 46:
 Box 446, Neepawa. J. R. McCurdy,
 The Pas.
- Turtle River No. 32: Western No. 47:
 To be appointed. J. Chalaturnyk, Morden.
- Dauphin-Ochre No. 33:
 C. D. Voigt,
 300 Brown Ave.,
 Dauphin.

PERTINENT POINTS OF SCHOOL LAW

Each teacher should have a copy of the Public Schools Act, Education Department Act, and School Attendance Act as amended to 1953 (all in a blue book) and also "Regulations and General Information" (a small grey book) published by the Department of Education, and should study those sections affecting teachers. Following are some of the sections, abbreviated, which affect your welfare.

FROM THE PUBLIC SCHOOLS ACT

- 264 Sick Leave of 20 days, cumulative to 60 days after third year in district.
- 265 Duties of Teachers:
- (a) teach faithfully according to regulations,
 - (b) keep register,
 - (c) maintain order,
 - (d) give trustees access to register,
 - (e) deliver up key and register,
 - (f) furnish information,
 - (g) prepare information,
 - (h) notify health officer of communicable diseases,
 - (i) keep out those with communicable diseases,
 - (j) keep record of books,
 - (k) fly the flag, weather permitting, and haul down at day's close,
 - (l) display properly on wall when not hoisted,
 - (m) report change of school,
 - (n) comply with Attendance Act,
 - (o) seize dangerous weapons.
- 289 Disturbances—Agents or salesmen not to enter school without written permission of chairman of the Board on penalty of \$20.00 fine or three days in jail.
- 137 (m), 143 (o) Advertisement of Salaries—where an advertisement for a teacher is published,
- (i) if no schedule is in effect, state the salary to be paid, or
 - (ii) if a schedule is in effect, state either "salary according to board schedule," or "salary according to collective agreement," whichever applies.

143 (p) Payment of Salaries:

- (i) arrange for the payment of salaries at least monthly; and if necessary, borrow on the promissory note of the district under its corporate seal, at interest not exceeding seven per centum per annum, such money as is required for the payment of salaries until taxes imposed are collected and are received by the board of trustees.

FROM THE EDUCATION DEPARTMENT ACT
24-29 Conciliation and Arbitration.

Teachers have the right to submit a dispute, (other than collective bargaining) with a school district or division to the Minister who may appoint a board of conciliation or a board of arbitration. If he appoints a board of conciliation, it reports its findings to him and he "may confirm such findings and recommendations of the board as he considers proper," and "the findings and recommendations so confirmed shall be binding . . ."

If he considers the dispute one that is properly the subject of arbitration, his decision shall "constitute an irrevocable submission to arbitration" and the Arbitration Act shall apply. This means the judging of the Arbitration Board shall be final and binding, subject to appeal to the courts.

Teachers wishing to use this machinery should study these sections in the Act and contact Central Office before taking action.

FROM REGULATIONS AND GENERAL
INFORMATION

44. (1) Unless the Minister gives specific written approval of other arrangements, the instructional day shall be not less than five hours including recesses but excluding the mid-day intermission during the months of November, December, January and February, and not less than five and one-half hours including recesses but excluding the mid-day intermission during all other months.

(2) The instructional day shall begin not earlier than 9 o'clock in the forenoon and shall end not

later than 4 o'clock in the afternoon.

(3) Notwithstanding subsections (1) and (2), any board of school trustees shall have power by resolution duly recorded in its minutes to dismiss Grade I students at 11:30 o'clock in the forenoon and at 3:30 o'clock in the afternoon.

45. Subject to section 44 any board of school trustees shall have power by resolution duly recorded in its minutes to determine the hours of opening and closing as well as the time and duration of the mid-day intermission.
46. Recesses of 10 to 15 minutes, in morning and afternoon, an hour to an hour and a half at noon, and every child shall be given them.
47. In Secondary departments, forenoon and afternoon recesses optional with principal.
49. The following shall be the vacations for schools regularly operated throughout the year.
 - (a) Easter—The full week beginning with Easter Monday.
 - (b) Midsummer—From the first day of July to the fourth Monday in August, both days inclusive, or by annual resolution of the school board to any later date but not later than the Tuesday following Labour Day.
 - (c) Christmas—From the twenty-fourth day of December to the second day of January, both days inclusive.
54. A "school year" shall mean and consist of all lawful teaching days from and inclusive of first day of July, to and inclusive of the thirtieth day of June, next ensuing less periods of vacations and school holidays as provided in these regulations.
56. One teacher must be designated principal.
69. Principal may suspend but must notify board in 24 hours in writing.
72. Every teacher in place at least 10 minutes before opening of forenoon session, 5 minutes before afternoon session.

73. In combined school, secondary principal in charge of discipline.
74. The principal shall inspect the school premises daily and report any necessary repairs promptly to the Secretary.
75. Teacher vacating position shall leave a timetable and record of work.
76. Principal to exercise disciplinary authority.

Services of The Manitoba Teachers' Society

1. Credit Union
2. Group Insurance
3. Legal Service
4. Tenure Services
5. Information regarding teaching positions
6. Advice on Collective Bargaining
7. Manitoba Medical Service for Retired Teachers
8. Curriculum Courses
9. Administrative Courses
10. Library
11. Charter flight transportation

Publications of The Manitoba Teachers' Society

1. The Manitoba Teacher
2. The Newsletter
3. The Handbook
4. Public Relations Pamphlets
5. Curriculum publications

IMPORTANT DATES 1962-1963

Calendar of Manitoba Teachers' Society Activities

September 8 - Provincial Executive

October 13 - Provincial Executive

November 10 - Provincial Executive

December 8 - Provincial Executive

December 21 - Deadline for Nomination to
Provincial Executive

January 12 - Provincial Executive

February 9 - Provincial Executive

February 15 - Deadline for Resolutions to the
Annual General Meeting of
Provincial Council

March 3-9 - Education Week

March 9 - Provincial Executive

April 15, 16, 17 - Annual General Meeting of
Provincial Council

Calendar of School and Religious Holidays

September 3 - Labour Day

September 29-30 - Rosh Hashonah

October 8 - Thanksgiving Day

October 13-14 - Sukkoth

October 28 - Yom Kippur

November 11 - Remembrance Day

December 22-January 2 - Christmas Recess

January 7 - Christmas (Julian Calendar)

January 14 - New Year's Day (Julian Calendar)

April 12-20 - Easter Recess

May 17 - Citizenship Day

May 20 - Victoria Day

May 29 - Shavuoth

June 28 - School closes

DIARY

SEPTEMBER, 1962

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SEPTEMBER, 1962

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SEPTEMBER, 1962

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SEPTEMBER, 1962

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SEPTEMBER—OCTOBER, 1962

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OCTOBER, 1962

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OCTOBER, 1962

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OCTOBER, 1962

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OCTOBER—NOVEMBER, 1962

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DECEMBER, 1962

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DECEMBER, 1962—JANUARY, 1963

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JANUARY—FEBRUARY, 1963

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SEPTEMBER, 1963

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SEPTEMBER, 1963

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NEW ADDRESSES AND TELEPHONE NUMBERS

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MEMO



TEACHER PROGRAMME

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1963

JANUARY

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SEPTEMBER

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OCTOBER

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THE WINNIPEG SCHOOL DIVISION NO. 1

To call a substitute

Dial No. SP 5 0231 (Hold until you receive an answer. This may take several minutes)

Give message to the substitute clerk in the exact order listed.

1. Substitute REQUIRED
2. Name of School
3. Name of Teacher
4. Grade, and subjects (if secondary)

BE BRIEF - STATE THE FACTS ONLY

(OVER)

THE WINNIPEG SCHOOL DIVISION NO. 1

To cancel a substitute

Dial No SP 5 0231 (Hold until you receive an answer. This may take several minutes)

Give message to the substitute clerk in the exact order listed.

1. CANCEL substitute
2. Name of School
3. Name of Teacher
4. Grade

BE BRIEF - STATE THE FACTS ONLY

(OVER)